1. Initial authorization for faculty positions: The EVCAA in consultation with the Chancellor and CFO. Deans are notified of positions available and copy sent to Affirmative Action Office (AAO). Deans then transmit to the EVCAA the (1) areas for recruitment of new faculty, (2) chairs of the search committees, and (3) the name(s) of the initiator(s) for those searches.

2. *Vacancy Notice.* The Vacancy Notice form (including proposed search committee membership) is completed by the authorizing administrator, i.e. Department Chair, Dean or designee. The *Vacancy Notice* form must contain the position number of the faculty line being replaced. The form is endorsed and forwarded successively: Department Chair, then Dean, AAO Officer, EVCAA and finally the CFO. To ensure the advertisements are placed in a whole-campus ad, the process will need to be completed by mid- to late October. This assures a mid-November appearance in the *Chronicle of Higher Education.* Recommended dossier consideration dates would best be chosen in December or early January. Keep in mind, earlier offers can lead to the best hires. Note: This year, applicants for faculty positions and the recommenders for those candidates will upload their application via an electronic system, *PeopleAdmin.* Details will be available soon.

- Proposed membership for search committees should be discussed with the Affirmative Action Office prior to formal submission of this form. Search Committee construction is in accordance with the policies of the academic unit.
- The Search Committee will work on all aspects of the recruitment plan and prepares criteria for evaluation and review. The results of these deliberations are part of the complete Vacancy Notice.
- The Equity Advisor is assigned by the AAO upon receipt after a preliminary discussion between initiating office and the AAO. The Department Chair or Authorizing Administrator discusses the proposed search committee membership with the AAO prior to submission of the online *Vacancy Notice.*
- *Recruitment Plan and Advertisement Construction.* The Recruitment Plan components of the *Vacancy Notice* are completed by Search Committee Chair. The Search Committee meets and designs the advertisement and recruitment plan. The completed *Vacancy Notice* is then electronically submitted with the appropriate attachments.

All vacancy notices must be processed in time to be included in the block ads that will be placed in the publications *Chronicle of Higher Education* and *Diverse Issues,* which are paid for by Academic Affairs. You should not include those two publications in the *Vacancy Notice unless your unit expects to submit your own individual ad and pay for it from your unit resources.* The Vacancy Notice should include individual ads you will be placing and for which you will assume financial responsibility. Additionally, please note whether you plan to place the individual ads yourself as opposed to having HR place the ads for you. HR will contact you to confirm your ad requirements before placing any ads. HR will not place an ad without a fully approved purchase order for each ad from the department or unit responsible for the expense of the ads.
- The Online workflow process documents, when approved, will copy approved *Vacancy Notices* to HR with copies to the Department Chair, Dean, AAO and Search Committee Chair.
• The Applicant Monitoring Form is sent to all applicants by the Search Committee. This form is returned directly to the AAO by the applicant.

3. Interview Request. The Search Committee Chair completes the online Interview Request form after applicants are screened and determinations made for proposed on-site interviews. This form must be approved prior to arranging interviews. The form lists those you wish to interview and those in a second tier that you may wish to interview at a later time. The form is sequentially approved and forwarded by the Committee Chair, department chair, and the AAO. The AAO may request that additional applicants be screened by the Committee for interview consideration. The Applicant Referral List is forwarded to the AAO after either the due date or the date for full consideration [The Applicant Referral List will not be necessary once the conversion to the online application process is complete.]

4. Role of Search Committees. The primary functions of the Search Committee are to develop a recruitment plan, including advertisement text consistent with the charge given by the authorizing administrator, solicit and screen applicants meeting the qualifications and objectives of the unit, send the Applicant Monitoring Form to each applicant, and propose prospective applicants for on-campus interviews (including a reserve pool). The search criteria and focus should be vetted such that the relevant department or faculty understand and acknowledge the rationale of those criteria and focus. The Search Committees are also expected to organize the on-campus interview days with unit/department members and appropriate other stakeholders, including presentations as necessary to departments and/or units. Search committees receive a charge from an authorizing administrator: the charge may be (1) to develop an unranked list of recommended candidates for the position (as is often the case with higher level administrative appointments), or (2) to develop a list of candidates recommended for interview and those forming a backup pool.

5. Offer Request. The Department Chair (or authorizing administrator) forwards the name or names of the recommended candidate(s) to the Dean. The Dean identifies the recommended candidate to Executive Vice Chancellor to confirm the details of an offer and proposed salary level. No candidate offer is made prior to approval by the Executive Vice Chancellor. The EVCAA will confirm with the CFO that funds are available at the offer level. At that point, the Dean (or his/her designee) will initiate the Offer Request form online. The Affirmative Action Officer will also be consulted in finalizing the offer.